



CITY OF SANDPOINT
REQUEST FOR QUALIFICATIONS (RFQ)
DESIGN SERVICES – WAR MEMORIAL FIELD
ISSUED: 10/17/19

RFQ Title/No.:	Design Services – War Memorial Field (RFQ # 20-5300-1)
Location:	City of Sandpoint, Idaho
Purpose:	The purpose of this solicitation is to procure a qualified Consultant for professional design services to construct improvements at an existing recreational facility, War Memorial Field, including a new field configuration with artificial turf surfacing and other related civil and electrical improvements. Services generally include but are not limited to engineering, bidding documents, and cost estimating.
Project Budget:	\$300,000.00
Submission Deadline:	2:00:00 p.m. Pacific Daylight Time, Thursday, November 7, 2019
Questions Deadline:	2:00:00 p.m. Pacific Daylight Time, Friday, November 1, 2019
Submissions:	<i>(7) hard copies and (1) thumb-drive, pdf copy to:</i> City of Sandpoint, Municipal Clerk 1123 Lake St. Sandpoint, ID 83864
Written Inquiries:	Cheryl Hughes Procurement and Contracts Officer chughes@sandpointidaho.gov
RFQ Contents:	<ul style="list-style-type: none">A. PurposeB. BackgroundC. Recent Resource Documents and DataD. Scope of ServicesE. SOQ Format and ContentF. Review and Evaluation of SOQsG. Project ScheduleH. Submissions and InquiriesI. Additional TermsJ. Protest to Owner

A. Purpose

The City of Sandpoint (Sandpoint) is requesting Statements of Qualifications (SOQ) from Consultants to provide professional engineering services in support of design services to construct improvements at an existing recreational facility, War Memorial Field, including a new field configuration with a new artificial turf field and other related civil improvements. This solicitation is governed by Idaho Code § 67-2320 and shall be administered accordingly.

Sandpoint is seeking a Consultant to advance the existing conceptual design to a Final Design, providing construction documents, other bidding related documents, and opinions of probable Construction Cost. Additional professional services related to bidding, construction management, quality assurance, investigative engineering, surveying, and/or or other project administrative services may be requested. For additional details, see Exhibit A of the RFQ.

The total available project budget for Professional Service fees to complete the Final Design is \$300,000.00. The initial construction phase of the project is currently scheduled to be completed no later than July 31, 2019. Subsequent phases of the project are scheduled to be completed in the spring of 2020.

B. Background

In 2015, Sandpoint City voters passed a 1% Local Option Sales Tax (LOT) to fund improvements at War Memorial Field. As approved by voters, the priorities for the LOT are:

Priority one: War Memorial Field Grandstand project as designed by Sewell & Associates;
Priority two: Replace drainage and field surface at War Memorial Field;
Priority three: Repair and replacement of War Memorial Field infrastructure; and
Priority four: Improve parks infrastructure

Priority one improvements including the grandstand project and other infrastructure upgrades, allowed under priority three, were completed in the summer of 2017. While the grandstand and infrastructure improvements were being made, a field surface review committee was formed and met for 1 ½ years to consider field turf options. This work began with review of an initial turf option cost study in 2015 (attached for reference). Two public meetings and a Council workshop were held in 2018 to discuss field options. There was no clear committee or community consensus as a result of these efforts relative to a turf preference.

A significant issue that was identified throughout the discussions and analysis was the lack of availability/playability of War Memorial Field and other fields at the Sports Complex due to our weather conditions and the needed recovery time for a natural surface from the use related to an activity such as The Festival at Sandpoint. A final decision was delayed to allow for revenues collected from the LOT to come in and a broader parks & recreation master planning effort to begin.

In April 2019, the City of Sandpoint contracted with GreenPlay LLC to lead a broader Parks & Recreation Master Plan effort. This effort was to include site-specific designs for five properties: City Beach and Downtown Waterfront, War Memorial Field, Sports Complex (Travers, Centennial & Great Northern) and the City-owned Watershed.

GreenPlay and its subcontractor Bernardo Wills Architects conducted an updated field analysis and feasibility review of the turf at War Memorial Field and the Sports Complex as part of their scope of work. They also held several focus group, stakeholder and community meetings to inform their design concepts. As a result of these efforts, GreenPlay and Bernardo Wills Architects developed a design concept for War Memorial Field that was presented to the community and Sandpoint City Council at their meeting on October 2nd.

This design concept incorporated their recommendation of an artificial turf field and other site improvements to maximize usability of the park space (including water access/recreation) and reduce impacts on the neighborhood. On October 16th, 2019, the City Council considered the factors presented, as well public input, and ultimately, approved the design concept with artificial turf field and other improvements. The associated staff report included a proposed project schedule and preliminary cost estimates.

C. Recent Resource Documents and Data

The following is a list of documents that are or will be available that serve as resource; additional and applicable information may exist and this list is not intended to be inclusive.

- Cost Study Report prepared by SPVV Landscape Architects
- Concept Design Report prepared by SPVV Landscape Architects
- Updated Design Concept prepared by Bernardo Wills Architects
- City Budget – War Memorial Field prepared by GreenPlay LLC

D. Scope of Services

See Exhibit A for a preliminary Scope of Services, with deadlines specific only to Phase I. Phase I is defined as functionally complete improvements to accommodate the *Festival at Sandpoint* on a new artificial turf, including staging within the existing parking lot, secure site perimeter for a concert series, and electrical infrastructure (temporary or permanent). Phase II may include parking lot improvements, electrical, and all other upgrades and features included in the conceptual design that are not critical to a functional facility for a successful *Festival at Sandpoint* event beginning on August 1, 2020. The Scope of Services includes Phase II; however, the City anticipates finalizing timelines related to the design and construction of Phase II in conjunction with the Evaluation Phase of the services.

Services are intended to begin immediately upon City Council approval of a contract with the selected consultant, following the negotiation of a contract acceptable to Sandpoint. The Agreement terms and conditions shall be a modified-version of the EJCDC E-500 contract form.

E. SOQ Format and Content

The SOQ shall contain the sections listed below, separated by dividers, and shall respond fully to all requirements of the RFQ. SOQs are limited to 15 single-sided (8-1/2" x 11") pages, not including a cover page or dividers, no less than 11-point font. Submittals which do not address the items in this section may be considered incomplete and may be deemed non-responsive by the Review Committee.

1. LETTER OF INTEREST: Provide a letter of interest signed by an authorized Consultant representative, including contact information. The SOQ shall identify in which office(s) the majority of the work will occur. Acknowledgement of any

Addenda. Inclusion of all the items indicated above will constitute a passing score for this section (1-page maximum).

2. **STAFF QUALIFICATIONS:** The SOQ shall include a project team member organizational chart and a listing and biography of key individuals proposed to be assigned to the project with emphasis on a designated Project Manager. The Project Manager should be the individual conducting the day-to-day activities on this project. The Project Manager is not the principal-in-charge unless the principal is actually performing the work.

Minimum qualifications: the Project Manager shall have related experience (type of experience is more important than location of experience) in recreational design services; at least one key individual shall have specialized knowledge and proven experience relating to the project.

Each individual's proposed position/responsibility shall be indicated. Special emphasis shall be provided to the individual's background, qualifications, certifications, experience on related and/or similar projects, and the location where their work will be performed. At least three (3) client references, including name, description of past working relationship, and current contact information, shall be listed for each key individual who is proposed in the organization chart. Professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. All known design-professional sub-consultants needed to complete the project (individual or firm) must be identified in the Staff Qualifications.

Inclusion of all the items indicated above with a clear representation of each team member's competency and successful past experience with related and/or similar projects meeting the minimum qualifications, and to include at least three (3) positive client references for each key individual, will constitute a passing score for this section (4-pages maximum).

3. **MANAGEMENT APPROACH:** The SOQ shall include a project-specific discussion regarding the Consultant's management approach, including coordination and monitoring of project schedule, cost, scope, communications, quality, resources and other management issues that the Consultant feels should be addressed. Emphasis should be placed on how the Consultant's management approach will promote the Project's success. The Consultant's approach to quality control in the preparation of documents and other deliverables shall be clearly described in this section (1-page maximum).
4. **RELATED PROJECT EXPERIENCE:** The SOQ shall include detailed profiles of similar projects that the Consultant and proposed team members have completed in the last five (5) years including project name, date, description, and location. For each project, indicate which proposed team members worked on the project and describe the role/work they performed and their levels of involvement. Clearly explain why past project profiles are relevant and comparable to this project. (6-pages maximum).
5. **PROJECT UNDERSTANDING:** The SOQ shall include a general description of the Consultant's understanding of the project. Include the Proposer's approach to achieving the Scope of Services provided in the RFQ, including details to implement the tasks, any foreseeable challenges, and risk mitigation measures. Include any assumptions, suggested revisions to the scope or services, and list any additional documents or resources necessary to complete the Work. (2- pages maximum).

6. **PROJECT SCHEDULE:** The Consultant shall provide a detailed project schedule, to include significant project milestones, in order to allow for project completion by the date outlined in Section 6, Project Schedule. List proposed project staff commitments on other projects in relation to their availability for this project (1-pages maximum).

F. Review and Evaluation of SOQs

Responses to this RFQ will be evaluated and ranked by a Review Committee consisting of Sandpoint Staff. Selection will be based on the following criteria (100 points total):

- | | |
|-------------------------------|-------------|
| 1. COVER LETTER | (PASS/FAIL) |
| 2. STAFF QUALIFICATIONS | (PASS/FAIL) |
| 3. MANAGEMENT APPROACH | (10 points) |
| 4. RELATED PROJECT EXPERIENCE | (40 points) |
| 5. PROJECT UNDERSTANDING | (30 points) |
| 6. SCHEDULE | (20 points) |

Sections 1 and 2 of the SOQ will be evaluated on pass/fail criteria. Failure to achieve a pass rating on the components of these sections may result in the SOQ being declared non-responsive and the Proposer being disqualified. All other sections of the SOQ will be evaluated and scored on a qualitative basis.

Final ranking and selection may be made after oral interviews of the top two or three Proposers at the discretion of the Owner. If applicable, the oral interviews will be scheduled within one weeks after the SOQ due date and will be factored into the final scoring as indicated above.

G. Project Schedule

The following is a schedule of project milestones; all dates are subject to change.

Milestone	Date
Issue RFQ	Thursday, October 17, 2019
SOQ Due Date	Thursday, November 7, 2019
Evaluation, Interviews, Selection	November 12-15, 2019
City Council Contract Approval	November 20, 2019
Estimated Notice to Proceed – Design Services, Phase I	November 22, 2019
Phase I, Final Construction Documents Complete and Issued For Bidding	February 18, 2020
<i>Construction, Phase I Bids Due</i>	<i>March 10, 2020</i>
<i>Construction, Phase I NTP</i>	<i>March 25, 2020</i>
<i>Construction, Phase I Complete</i>	<i>July 30, 2020</i>

H. Submissions and Inquiries

Sandpoint encourages disadvantaged, minority, and women-owned Consultants to respond.

Submit three (7) hard copies and one (1) electronic pdf copy of your Statement of Qualifications to:

City of Sandpoint, Municipal Clerk
1123 Lake Street
Sandpoint, Idaho 83864

SOQs will be received until **2:00 p.m. local time Thursday, November 7, 2019.**

Any questions regarding this project should only be directed in writing no later than November 1, 2019 at 2:00:00 PM local time to Cheryl Hughes, Procurement and Contracts Officer, at chughes@sandpointidaho.gov.

I. Additional Terms

1. By the submission of a SOQ, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.
2. Respondent, by submission of a SOQ, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.
3. City assumes no liability for disclosure of proprietary material submitted by respondents. SOQ submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.
4. No stipends will be provided for providing a response to this RFQ.
5. The issuance of this SOQ does not constitute an assurance by City that any contract will actually be entered into by the City, and expressly reserves the right to:
 - Waive any immaterial defect or informality in any response or response procedure
 - Reject any and all proposals
 - Reissue the RFQ
 - Invite additional respondents to the proposal
 - Request additional information and data from any or all respondents
 - Extend the date for submission of responses
 - Supplement, amend, or otherwise modify the RFQ, and cancel this request with or without the substitution of another RFQ

- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

J. Protests to Owner

- Prior to a submission of a protest relating to or arising from the solicitation for RFQ, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions.
- Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of this section may be grounds for dismissal of the protest.
- Protests shall include the following information:
 - A. Name, address and fax and telephone numbers of the protester;
 - B. Solicitation or contract number;
 - C. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
 - D. Copies of relevant documents;
 - E. Request for a ruling by the City;
 - F. Statement as to the form of relief requested;
 - G. All information establishing that the protester is an interested party for the purpose of filing a protest; and
 - H. All information establishing the timeliness of the protest.
- Protests based on alleged apparent improprieties in the RFQ Documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the SOQ submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the SOQ due date.
- Action upon receipt of protest:
 - A. Upon receipt of a protest before award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the City.
 - B. If award is withheld pending City resolution of the protest, the City will inform the proposers whose SOQs might become eligible for award of the contract. If appropriate, the proposers will be requested, before expiration of the time for acceptance of their SOQs, to extend the time for acceptance to avoid the need

for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceed with award.

- C. Upon receipt of a protest within ten (10) days after contract award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Owner.
- D. Pursuing a protest does not extend the time of obtaining a judicial stay, injunction or other remedy.
- E. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.
- F. City protest decisions shall be well-reasoned, and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

EXHIBIT A SCOPE OF SERVICES

PART 1 – BASIC SERVICES

A1.01 Evaluation Phase

A. Engineer shall:

1. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and expandability, and any budgetary limitations, and identify available data, information, reports, facilities plans, and site evaluations.
2. Evaluate the Owner provided conceptual design solution and all project related documents, including but not limited to existing geotechnical and topographical data.
3. Visit the Site to review existing conditions and facilities.
4. Advise Owner of any need for Owner to obtain, furnish, or otherwise make available to Engineer additional Project-related data and information, for Engineer's use.
5. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Project.
6. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project to be designed or specified by Engineer, including but not limited to mitigating measures identified in an environmental assessment for the Project.
7. Perform or provide the following Evaluation Phase tasks or deliverables:
 - a. Draft Work Plan Summary, confirming Scope of Services and developing Engineer and Owner action items, timelines, and any assumptions.
 - b. Final Work Plan Summary, incorporating Owner comments to the Draft Work Plan Summary

- B. Engineer's services under the Evaluation Phase will be considered complete on the date when Engineer has delivered to Owner the final Work Plan Report deliverables.

A1.02 Preliminary Design Phase

- A. After acceptance by Owner of the Evaluation Phase deliverable and upon written authorization from Owner, Engineer shall:
1. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of the Project.

2. Provide any necessary field surveys and mapping for Engineer's design purposes.
 3. Prepare a revised opinion of probable Construction Cost, and assist Owner in tabulating the various cost categories which comprise Total Project Costs.
 4. Perform or provide the following other Preliminary Design Phase tasks or deliverables:
 - a. Preliminary Drawings (30% Complete) and Opinion of Probable Construction Cost
 5. Furnish electronic review copies of the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables to Owner within [] days of authorization to proceed with this phase, and review them with Owner. Within [3] days of receipt, Owner shall submit to Engineer any comments regarding the furnished items.
 6. Revise the Preliminary Design Phase documents, opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables in response to Owner's comments, as appropriate, and furnish to Owner [] copies of the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other deliverables within [3] days after receipt of Owner's comments.
- B. Engineer's services under the Preliminary Design Phase will be considered complete on the date when Engineer has delivered to Owner the revised Preliminary Design Phase documents, revised opinion of probable Construction Cost, and any other Preliminary Design Phase deliverables.

A1.03 *Final Design Phase*

- A. After acceptance by Owner of the Preliminary Design Phase documents, revised opinion of probable Construction Cost as determined in the Preliminary Design Phase, and any other Preliminary Design Phase deliverables, subject to any Owner-directed modifications or changes in the scope, extent, character, or design requirements of or for the Project, and upon written authorization from Owner, Engineer shall:
1. Prepare final Drawings and Specifications indicating the scope, extent, and character of the Work to be performed and furnished by Contractor.
 2. Visit the Site as needed to assist in preparing the final Drawings and Specifications.
 3. Provide technical criteria, written descriptions, and design data for Owner's use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve the final design; assist Owner in consultations with such authorities; and revise the Drawings and Specifications in response to directives from such authorities, as appropriate.
 4. Advise Owner of any recommended adjustments to the opinion of probable Construction Cost.
 5. After consultation with Owner, include in the Construction Contract Documents any specific protocols for the transmittal of Project-related correspondence, documents,

text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website. Any such protocols shall be applicable to transmittals between and among Owner, Engineer, and Contractor during the Construction Phase and Post-Construction Phase, and unless agreed otherwise shall supersede any conflicting protocols previously established for transmittals between Owner and Engineer.

6. Assist Owner in assembling known reports and drawings of Site conditions, and in identifying the technical data contained in such reports and drawings upon which bidders or other prospective contractors may rely.
 7. In addition to preparing the final Drawings and Specifications, assemble drafts of other Construction Contract Documents based on specific instructions and contract forms, text, or content received from Owner.
 8. Prepare or assemble draft bidding-related documents (excluding the Agreement) based on the specific bidding or procurement-related instructions and forms, text, or content received from Owner.
 9. Perform or provide the following other Final Design Phase tasks or deliverables:
 - a. Draft Drawings and Specifications and other bidding related documents and a revised detailed opinion of probable construction costs
 - b. Final Drawings and Specifications and other bidding related documents and a revised detailed opinion of probable construction costs
 10. Furnish for review by Owner, its legal counsel, and other advisors, electronic copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, no later than **February 7, 2020**, and review them with Owner. Within **[5]** days of receipt, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.
 11. Revise the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables in accordance with comments and instructions from the Owner, as appropriate, and submit electronic final copies of such documents to Owner no later than **February 18, 2020**.
- B. Engineer's services under the Final Design Phase will be considered complete on the date when Engineer has delivered to Owner the final Drawings and Specifications, other assembled Construction Contract Documents, bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables.
- C. In the event that the Work designed or specified by Engineer is to be performed or furnished under more than one prime contract, or if Engineer's services are to be separately sequenced

with the work of one or more prime Contractors (such as in the case of fast-tracking), Owner and Engineer shall, prior to commencement of the Final Design Phase, develop a schedule for performance of Engineer's services during the Final Design, Bidding or Negotiating, Construction, and Post-Construction Phases in order to sequence and coordinate properly such services as are applicable to the work under such separate prime contracts. This schedule is to be prepared and included in or become an amendment to Exhibit A whether or not the work under such contracts is to proceed concurrently.

- D. The number of prime contracts for Work designed or specified by Engineer upon which the Engineer's compensation has been established under this Agreement is [2]. If more prime contracts are awarded, Engineer shall be entitled to an equitable increase in its compensation under this Agreement.

PART 2 – ADDITIONAL SERVICES

A2.01 Additional Services Requiring Owner's Written Authorization

- A. If authorized in writing by Owner, Engineer shall provide Additional Services of the types listed below. These services are not included as part of Basic Services.
1. Bidding or Negotiating Phase
 2. Construction Phase
 3. Post-Construction Phase
 4. Preparation of applications and supporting documents (in addition to those furnished under Basic Services) for private or governmental grants, loans, or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
 5. Services to make measured drawings of existing conditions or facilities, to conduct tests or investigations of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by Owner or others.
 6. Services resulting from significant changes in the scope, extent, or character of the portions of the Project designed or specified by Engineer, or the Project's design requirements, including, but not limited to, changes in size, complexity, Owner's schedule, character of construction, or method of financing; and revising previously accepted studies, reports, Drawings, Specifications, or Construction Contract Documents when such revisions are required by changes in Laws and Regulations enacted subsequent to the Effective Date or are due to any other causes beyond Engineer's control.
 7. Services required as a result of Owner's providing incomplete or incorrect Project information to Engineer.

8. Providing public engagement, renderings or models for Owner's use, including services in support of building information modeling or civil integrated management.
9. Undertaking investigations and studies including, but not limited to:
 - a. detailed consideration of operations, maintenance, and overhead expenses;
 - b. the preparation of feasibility studies (such as those that include projections of output capacity, utility project rates, project market demand, or project revenues) and cash flow analyses, provided that such services are based on the engineering and technical aspects of the Project, and do not include rendering advice regarding municipal financial products or the issuance of municipal securities;
 - c. preparation of appraisals;
 - d. evaluating processes available for licensing, and assisting Owner in obtaining process licensing;
 - e. detailed quantity surveys of materials, equipment, and labor; and
 - f. audits or inventories required in connection with construction performed or furnished by Owner.
10. Furnishing services of Consultants for other than Basic Services.
11. Services during out-of-town travel required of Engineer, other than for visits to the Site or Owner's office.
12. Preparing for, coordinating with, participating in and responding to structured independent review processes, including, but not limited to, construction management, cost estimating, project peer review, value engineering, and constructibility review requested by Owner; and performing or furnishing services required to revise studies, reports, Drawings, Specifications, or other documents as a result of such review processes.
13. Preparing additional bidding-related documents (or requests for proposals or other construction procurement documents) or Construction Contract Documents for alternate bids or cost estimates requested by Owner for the Work or a portion thereof.
14. Preparing conformed Construction Contract Documents that incorporate and integrate the content of all Addenda and any amendments negotiated by Owner and Contractor.
15. Providing Construction Phase services.
16. Preparing Record Drawings, and furnishing such Record Drawings to Owner.
17. Supplementing Record Drawings with information regarding the completed Project, Site, and immediately adjacent areas obtained from field observations, Owner, utility companies, and other reliable sources.

18. Conducting surveys, investigations, and field measurements to verify the accuracy of Record Drawing content obtained from Contractor, Owner, utility companies, and other sources; revise and supplement Record Drawings as needed.
19. Preparation of operation, maintenance, and staffing manuals.
20. Protracted or extensive assistance in refining and adjusting of Project equipment and systems (such as initial startup, testing, and balancing).
21. Assistance to Owner in training Owner's staff to operate and maintain Project equipment and systems.
22. Assistance to Owner in developing systems and procedures for (a) control of the operation and maintenance of Project equipment and systems, and (b) related recordkeeping.
23. Preparing to serve or serving as a consultant or witness for Owner in any litigation, arbitration, lien or bond claim, or other legal or administrative proceeding involving the Project.
24. Other additional services performed or furnished by Engineer not otherwise provided for in this Agreement.

